

**FRANKLIN COUNTY
DEPT of JOB and FAMILY SERVICES
80 East Fulton Street
Columbus, Ohio 43215**

J O B A N N O U C E M E N T

POSITION TITLE: Word Processing Specialist 2 (Bargaining) **P.C.N.:** 107069

DEPARTMENT: West Opportunity Center Nursing Home Unit **P.R.:** O6

RESPONSIBILITIES: Operate a personal computer to compose and type departmental correspondence for the Center Director and Executive Assistant. Compile data from Total Case Management units to prepare recurring reports. Disseminate information from director's office, assist supervisors with secretarial support when necessary and update manual materials.

Compile and performs direct entry for statistical reporting purposes. Type reports, memorandums, correspondences, forms, charts from draft or oral instructions, proof copy and makes corrections. Clears and verifies material on CRIS-E terminal. Screen and distribute mail throughout the center. Respond to inquiries from the public. Gather necessary information and routes to appropriate area.

Act as receptionist to director and assistant. Answer telephone, take messages, screen and directs calls to appropriate areas. Schedule appointments, and record and type meeting minutes. Maintain records for annual and probationary evaluations of staff. Maintain inventory and order supplies for office when needed. Perform other related duties as requested by supervisor.

MINIMUM QUALIFICATIONS: Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: 3 college level courses in typing and 2 college level courses in word processing applications, or 72 weeks high school level training in word processing applications (i.e. all word processing courses and/or training must have included simulated and real life applications on word processing equipment)(or 6 months experience in operating word processing equipment); 300 hours training in office practices and procedures (or 3 months experience); or equivalent.

STARTING SALARY: \$11.58 per hour/180 day probationary period.

DATE POSTED: Friday June 11, 2010

DEADLINE FOR APPLYING: Thursday June 17, 2010, at 5:00pm.

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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